Reviewing Applications in Slate Reader

1. Log into https://grad.catalyst.uc.edu/manage/reader/
2. Click on Queue on the left-hand column.

3. Your administrative staff will have assigned the applicants to review here. Simply click on their name to view the application in the reader.

4. There are two ways to maneuver through the application. With your keyboard, use the arrow keys to move along and the tab key to jump from one material to another. With your mouse, you can click and drag. Hold Ctrl -> or Ctrl <- to rotate documents if necessary. (Click in the top left then to view a variety of keyboard short cuts)
5. Click in the bottom right corner to bring up the review form. Comments and admission decisions can be entered here. The form will vary based on your program.

6. The final material tab will display forms already submitted by other members of the committee for this applicant.

7. When your evaluation is complete, select Committee Review (current) if available and click Send. Otherwise, just click Send.

8. If you have Program Director access, you will move the application to the appropriate bin (Admit, Deny, Waitlist, Conditional Admit) when all of the reviewers have submitted their evaluations. This will add the provisional decision to the application. This step cannot be taken until all assigned readers have submitted their evaluations. However, if a decision is ready to be released prior to all assigned readers submitting, please contact your administrative staff who will be able to remove those readers.